M E M O R A N D U M

TO: Planning Commission

FROM: Brett Lenart, Planning Manager

DATE: January 23, 2025

SUBJECT: Planning Commission Communications to City Council

On January 7th, Commissioners inquired about the appropriateness of a communication to the City Council while discussing the Capital Improvements Plan and expressed a desire for clarity regarding written and formal communications to Council. This memo intends to provide guidance for future instances on this topic.

1. The Planning Commission can communicate with City Council whenever it desires.

2. The Planning Commission speaks as a whole, with no single commissioner representing the body without a vote of authorization. To ensure communications represent the opinion of the Commission, a review and majority vote should take place for any outgoing communication desired by the Planning Commission. This action would ideally happen at a subsequent meeting to ensure the adequacy of language and intended message.

    Communications could be drafted by the Executive Committee of the Planning Commission, or by an existing or new sub-committee of the Planning Commission (all subject to Open Meetings Act notification regulations). Upon Commission consensus, an individual commissioner could also draft proposed language and provide to staff with sufficient time to include on an upcoming agenda.

3. The Planning Commission may but does not need to seek the advice of Planning Staff on a proposed communication. As professional staff working daily in areas of relevance to the Commission, we are well positioned to provide guidance, but the Commission may choose to take or not take our advice at its discretion.

    When advising, staff will consider numerous factors, such as: content, unanimity of the Planning Commission on the topic, how the communication relates to other actions or decisions, and potential risks of misinterpretation or potential undermining of a majority vote.

If there is any additional information I can provide, please contact me at blenart@a2gov.org.